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Report of Activities of the
Administration Career Service
1 January 1956 to 30 March 1956

1. In November 1955 the CIA Career Council accepted in principle a "Revised Promotion Policy." The acceptance of this principle renders it mandatory that individuals within a career service be adjudged the "best qualified" within that service before being awarded promotions. The determination of those best qualified can only be made according to established criteria, made as objective as possible.

To accomplish this one set of criteria were approved in principle by the Administration Career Board during the preceding DD/S calendar quarter. A committee was formed to study this problem further and to propose specific criteria which will be sufficiently objective and realistic that they can be applied to reassessments and promotions throughout the Administration Career Service.

2. Approval in principle has also been given by the Deputy Director (Support) for certain proposed revisions within the Administration Career Service. These are intended to result in a more homogeneous Administration Career Service. It has been agreed that personnel and positions with across-the-board support type responsibilities, regardless of grade, should be included in the revised service. Studies are continuing within the DD/P and DD/S organizations to determine which personnel and positions should be included. These should be concluded during the second quarter of 1956.

A longer task will be that of re-distributing those personnel and positions which, functionally, will better be served by career service organizations other than that of Administration. This will be accomplished through negotiations with existing career services.

3. Strong efforts have been exerted in the past within the Administration Career Service to reassign successfully and expeditiously all returnees from overseas and to encumber all foreign posts, no matter how undesirable, with the best qualified personnel. Continuously, in a very small number of cases, ordinary assignment methods have proved unsuccessful. To remedy this difficulty, the Deputy Director (Support) has approved changed procedures to handle these few, troublesome cases. When routine placement efforts (within a reasonable length of time) have failed these cases, regardless of grade, will be submitted to the Administration Career Board for recommended disposition and to the Deputy Director (Support) for action.

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